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IN REPLY REFER TO:


NAVFACINST 12620 CH-1
8 March 2000

NAVFAC INSTRUCTION 12620.1 CHANGE TRANSMITTAL 1

From: Commander, Naval Facilities Engineering Command

Subj: COMPRESSED WORK SCHEDULES

1. Purpose. To reissue the instruction for NAVFACHQ Compressed Work Schedules.


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NAVFACENGCOM INSTRUCTION 12620

From: Commander, Naval Facilities Engineering Command

Subj: COMPRESSED WORK SCHEDULES

Ref: (a) CPI 610
(b) Public Law 99-196
(c) 5 CFR 610.406

Encl: (1) NAVFACHQ Compressed Work Schedule

1. Purpose. This instruction governs Compressed Work Schedules (CWS) at the Naval Facilities Engineering Command (NAVFACENGCOM) Headquarters and provides guidance for establishing a CWS at Command field activities.

2. Authority. Reference (a) authorizes the Command to establish hours of work. Reference (b) authorizes the establishment of Alternative Work Schedules to include CWS. Reference (c) describes the way in which holidays are treated for employees working on a compressed work schedule.

3. Definitions:

a. Compressed Work Schedule (CWS). Any schedule that enables a full-time employee to work 80 hours per pay period in less than ten workdays, and for more than eight hours per day.

b. Core Hours/Core Days. Those designated hours and days that must be part of every employee's work schedule.

c. Basic Work Week. A work schedule comprised of eight hours a day, five days per week.

4. Approval. Heads of field activities are delegated authority to establish compressed work schedules consistent with law and regulation. Directors in NAVFAC HQ may determine whether or not employees under their supervision may participate in CWS. Enclosure (1) provides a suggested example of a 5-4/9 Compressed Work Schedule.

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HEADQUARTERS, NAVAL FACILITIES ENGINEERING COMMAND

NAVFACHQ COMPRESSED WORK SCHEDULE

1. Policy.

a. A Compressed Work Schedule (CWS) is any schedule that enables a full-time employee to work 80 hours per pay period in less than ten workdays, and for more than eight hours per day. CWS may be offered as a privilege to full-time civilian employees at NAVFACENGCOM HQ at the discretion of the Directors.

b. An employee may elect to participate in the CWS provided that it does not interfere with effective mission accomplishment, or the employee's performance of officially assigned duties.

c. Incumbents of certain positions, because of the nature of the work, may be required to remain on a regular work hour schedule, i.e., 8 hours per day, 5 days per week. In those cases where the CWS would not be practicable for an individual or organization because of the type of work performed, the Director will have the option of exempting that individual or organization from participation in the program.

d. Those employees unable or not wishing to participate in CWS shall continue to work their authorized work schedules in accordance with reference (c).

e. Supervisors shall ensure that a sufficient number of employees will be present on any workday to conduct business as normal, and be able to respond to unforeseen problems. It is the supervisor's responsibility to establish "days off" schedules to ensure a balanced work force.

f. Every effort will be made to comply with an individual employee's selection of a work schedule option. However, supervisors retain the right to set or change any work schedule in order to avoid adverse impact on daily operations.

g. Current building security arrangements will remain in effect.

2. Procedures.

a. Employees covered by the 5-4/9 CWS shall work nine hours for eight days in a pay period and eight hours on one day in a pay period, and request to have either a Monday or Friday off. Established "core days" are Tuesday, Wednesday, and Thursday. Established "core hours" are 9:00 A.M. to 3:00 P.M. The range of hours during which an employee may be authorized to work are 6:30 A.M. to 6:30 P.M., Monday through Friday.

b. The following work schedules under the 5-4/9 plan have been established. Employees may select from any of the options listed below. Alternatives to the below listed options are not authorized.

WORK WEEK #1						WORK WEEK #2					
M	T	W	T	F		M	T	W	T	F	
OFF	9	9	9	9		8	9	9	9	9	
9	9	9	9	OFF		9	9	9	9	8	
8	9	9	9	9		OFF	9	9	9	9	
9	9	9	9	8		9	9	9	9	OFF	
8	8	8	8	8		8	8	8	8	8	

c. The following work hours under the 5-4/9 plan have been established. Employees who prefer to work hours other than those shown below, e.g., from 7:15 A.M. to 4:45 P.M., may do so with approval from their supervisor provided their work hours include "core time" .

6:30 A.M. to 4:00 P.M.
 7:00 A.M. to 4:30 P.M.
 7:30 A.M. to 5:00 P.M.
 8:00 A.M. to 5:30 P.M.
 8:30 A.M. to 6:00 P.M.
 9:00 A.M. to 6:30 P.M.

Attachment (A) provides a CWS Schedule worksheet. This worksheet may be used by supervisors to record employee's work schedules.

3. Timekeeping Procedures and Completion of Time Cards. Time cards for employees under CWS shall be completed in accordance with Defense Finance and Accounting Services timekeeping instructions.

4. Supervisory Coverage. CWS does not require a supervisor to extend his/her working day beyond his/her regular work hours. In cases where the presence of a supervisor is required, coordination between supervisory and non-supervisory personnel will take place to establish a mutually satisfactory schedule.

5. Work Schedule Changes. The work schedule may be changed for any employee, or group of employees, when necessary to effectively meet work requirements, subject to the following provisions:

a. Under normal circumstances, the supervisor will give the employee three (3) calendar days advance notice of the change.

b. Temporary changes to an employee's work schedule may be made for periods no less than one pay period.

c. Employee work schedules shall be adhered to from the time of approval. However, if an employee wishes to change his/her work schedule, a written request (from the employee) must be submitted to the supervisor for approval. These requests should be kept to a minimum and will be approved provided it does not, in the supervisor's opinion, create a severe work disruption or adversely impact work accomplishment. Changes in work schedule can be effective as early as the succeeding pay period following the approval.

6. Travel and Training Situations.

a. Short Term TDY/Training (less than one Pay Period).

(1) Supervisors will determine on a case by case basis whether an employee will remain on CWS or convert to the basic work week (5 days, 8 hours per day) while in a TDY/training status. The following guidelines shall apply:

(a) Employees in a training status shall be placed on the basic work week and will continue to work that schedule for the entire pay period in which the training occurs, unless that training is on-site. For example, if the on-site training is for 4 days, 6 hours each day, the employee may return to his/her job site after each day's session to continue working his/her job scheduled CWS shift. However, if that on-site training includes their Monday or Friday regular day off (RDO), they must always be placed on the basic work week and shall continue on that basic work week schedule for the entire pay period.

(b) Employees in a TDY status may remain on their designated CWS shift, if possible, and will work those hours. However, employees in a TDY status on their Monday or Friday RDO must work on that day. They shall receive compensatory time or overtime pay, as appropriate, for the hours worked on that day.

(2) If the employee is placed on the basic work week during either a TDY or training assignment, the employee shall be placed on this basic schedule for the entire pay period in which the TDY/training takes place.

b. Extended TDY/Training (one full pay period or more). If an employee is in an extended TDY/training status, the employee shall be placed on the basic work week for the entire TDY/training period.

7. Overtime. Work performed outside an employee's CWS and in excess of 80 hours in a biweekly pay period, is overtime work. The employee is entitled to compensatory time or overtime pay, as appropriate, for overtime work in accordance with established policy. For example, employees who must work on their Monday or Friday RDO shall receive compensatory time or overtime pay, as appropriate, for hours worked on that day.

8. Leave.

a. Annual and Sick Leave. If an employee takes annual or sick leave on a day they would normally work nine hours, they will be charged nine hours of either annual or sick leave. If an employee takes annual or sick leave on a day they would normally work eight hours, they will be charged eight hours of either annual or sick leave.

b. Holiday Leave.

(1) When a holiday occurs on an employee's regularly scheduled day off, RDO, and that RDO is a Monday, the employee will have Tuesday as his/her day off. If the RDO is a Friday, the employees designated day off in lieu of the holiday will be Thursday.

MON	TUES	WED	THU	FRI
Holiday	Day off in lieu of Holiday			

MON	TUES	WED	THU	FRI
			Day off in lieu of Holiday	HOLIDAY

(2) Employees prevented from working because of a holiday will receive basic pay for the number of hours of their regularly scheduled work day. Similarly, when the employee has a Tuesday or Thursday off in lieu of a holiday which falls on their RDO, they will receive credit for 9 hours.

This means that employees may still work one eight hour day during a pay period in which a holiday falls on their regularly scheduled RDO.

9. Abuse. Any employee failing to comply with the spirit of the CWS program, abusing CWS privileges or falsifying time and attendance records may be restricted from the CWS program and subject to further disciplinary action.

Enclosure (1)